

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

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Deputy Director
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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Administrative Assistant I		Posting Date: March 23, 2023	Serial No.: 051-23
Department/Division: Department of Public Safety		Closing Date: April 05, 2023	Announcement No.: 051-23
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467-\$41,817p.a	

General Description:

A Administrative Assistant I is responsible for planning, organizing, and controlling all aspects of the department's administrative functions. He/ She will be responsible for all aspects of supporting and assisting operations in obtaining information for administrative duties processing/production, responding to and resolving problems member may have.

Key Duties and Responsibilities:

- Communicate with customer, employees and other individuals to answer questions and disseminate or explain information
- Answer telephone, direct calls and take message
- Compile, copy sort and file records of office activities, office transactions and other activities
- Operate office machines, such as photocopies and scanners, facsimiles machines, voice mail systems, computers and printers
- Compute, record, and proofread data and other information, such as records and reports
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer
- Review files, records and other documents to obtain information to respond to requests
- Deliver message and run errands
- Inventory order materials, supplies and services
- Troubleshoot problems involving office equipment, such as computer hardware and software
- Perform other duties as assigned

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@as.gov
"Commitment to Service & Integrity"

Knowledge, Skills and Ability:

- Ability to fluently communicate verbally and write in English and Samoan Language
- Able to operate office machinery such as computers, photocopiers, scanners, printers and facsimile machines
- Learn to use computer system adopted by workplace
- Management skills

Academic and Experience Requirements:

- Applicant must have an Associate's Degree in related field from an accredited university plus four (4) years of work-related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources